

How to use the CJA Interactive PDF Form

Interactive forms may be filled out on-line and printed for signature. Tab to, or click on, each field to enter information.

Check boxes may be marked by hitting the space bar when the box is outlined by a broken line or by using the left mouse click on the box.

Phone numbers automatically format correctly. You do not have to enter dashes or parentheses.

Some fields, such as attorney name/address, allow multiple data entry lines. Hit the Enter key to move to the next line in the field. The first line entered may seem to disappear. Tab off the field to display all lines.

Claimed amounts will automatically calculate. Enter the hours claimed by category and hourly rate for attorneys, page total and page rate for court reporters (plus travel and other expenses), and claimed amounts for service providers. The form will calculate the correct claimed amount. (Note that the fields for hours claimed are limited to the one-tenth decimal place, as required in the CJA form instructions.)